

## **Guidance for staff and students on the use of research tools during COVID-19**

### **Guidance for staff only:**

Staff who require to utilise video call/conference technologies to assist in the facilitation and progression of UWE Bristol research projects (or any online activity that requires using a web/video conference technology platform), should use the approved University technologies/platforms (e.g Microsoft Teams). See [current guidance on approved technologies/platforms](#).

### **Guidance for staff and postgraduate students conducting business on behalf of and/or for a University purpose:**

Postgraduate students who are conducting business on behalf of and/or for a University purpose (i.e. working on a University managed and/or funded research project) and require to utilise video call/conference technologies to assist in the facilitation and progression of UWE Bristol research projects, should use the approved University technologies/platforms (e.g Microsoft Teams).

### **Guidance for all other categories of student:**

We understand that you may be required to use web/video conferencing platforms during these current unprecedented times to complete work related to your study/course completion at UWE Bristol. We ask that you take careful consideration in what platform you use and become familiar with the associated business' practices surrounding data protection and consumer privacy. There are many web/video conferencing platforms publicly available for you to use "free of charge" (note however, when a product/service is "free to use", you are inevitably entrusting and sharing your data with the relevant platform/business). Although not an exhaustive/complete list of all the available options, some examples include those used by the University i.e. Skype (Microsoft) and Teams (Microsoft).

When you first engage with individuals, be sure that the participant is happy/comfortable to engage with you/your research project via the platform of your choice. If they are not, consider using their suggestion/another platform if you yourself are comfortable with this. Please do also utilise any/all appropriate technical security measures that you are able to use on your chosen platform e.g. password protection with unique passwords etc. The platform that you choose will most likely have detailed information for you to read through with regards to how you can stay safe online when using their platform.